U.S. Department of State		Date (mm-dd-yyyy)
LEAVE, TRAVEL, AND CONSULTATION STATUS		
To: A/OPR/GSM/ESC - Leave HR/RET	From:	,
The Following Dates are Reported in Connection with My Travel		
Employee Name (Last, First, Ml.)	To The United States on: (i.e., Direct Transfer or HL and Transfer)	
Date of Relinquishment of Duties (mm-dd-yyyy)	Date of Departure from Post (mm-dd-yyyy)	
Mode of Travel (Air, Ship, or Automobile)	Date (mm-dd-yyyy) and Port of Entrance in United States	
Leave Enroute to The United Sates (Inclusive Dates)	Inclusive Dates of TDY	
Date of Arrival to Domestic Assignment (mm-dd-yyyy)	Inclusive Dates of Consultation	
Home Leave Address (City, State)	Inclusive Dates of Home Leave *	
Inclusive Dates of Leave (i.e., Annual, Sick, etc.)		
Reported for Duty United States Office Symbol and Telephone Number	Date (mm-dd-yyyy)	Organization Code
Remarks		
* If Deferred Home Leave has been approved - Deferred Home Leave must be taken in one continuous period within six months following the date on which the employee reports for duty.		
This Form Cannot be Changed After Five Days From (mm-dd-yyyy)		
Noted (Area Personnel Officer)	Signature of Employee	

PRIVACY ACT STATEMENT

Social Security Number

AUTHORITY: 3 FAM, Section 141.5 and 464.

HR/CDA

Employee

Bureau

2.

3.

PURPOSE: Employee's report of dates of leave, travel, TDY, and consultation in connection with his assignment to the Department from post.

Information reported is used to bring leave records up to date when received from the field. Also used in coordination with submission of employee's travel voucher. Copies forwarded to personnel, payroll, bureau to which employee is assigned, and copy given employee. USES:

PENALTY: Failure to provide this information would result in delay or suspension of crediting employee with proper leave balances.

4. RM/F/DAS/CFC/APPO/DP

5. A/LM/OPS/TTM

6. Chron

SSN:

Copies to:

Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the services, benefits or processes that you are seeking. Solicitation of the SSN by the Office of Personnel Management is authorized under provisions of Executive order 9397, dated November 22, 1943. The SSN is used as an identifier throughout your Federal career from the time of application through retirement. It will be used primarily to identify your records that you file with the Office of Personnel Management or agencies. The SSN also will be used by the Officer of Personnel Management and other Federal agencies in connection with lawful requests for information about you from your former employers, educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters. The use of the SSN is made necessary because of the large number of present and former Federal employees and applicants who have identical name and birth dates, and whose identities can only be distinguished by the SSN.